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25 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Clerical Training

25X1A9a a. As part of the periodic evaluation of the curriculum of the Clerical Orientation and Induction courses, preparations have been made to send questionnaires early next month to personnel who recently were students. The questionnaires were coordinated with Messrs. [ ] of the Instructor Training Branch, ISS. Replies will be analyzed to determine where the courses can be modified to assure relevancy of content to actual on-the-job needs.

25X1A9a b. Mrs. [ ] is attending the Gregg Methods Conference at Michigan State University this week.

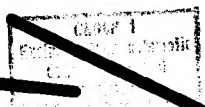
2. Training Course for Technical Officers (Contract Overrun)

25X1A9a Proposals submitted by contractors on 30 June will be evaluated by a panel to assist in determining to which contractor the award should be made. Dr. [ ] of ORD and Mr. [ ] 25X1A9a [ ] of the Office of the DDS&T will represent the R, D, and E elements. Other members of the panel will represent the Office of Logistics (procurement) and the Support School. The panel will be chaired by the Support School member.

3. Field Finance and Logistics

In keeping with our desire to have "emergency back-up" instructor capability for all of our courses, we have asked the Office of Logistics to designate someone to run the Field Finance and Logistics course in an emergency. The Deputy Director of Logistics has requested

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that FF&L course material be forwarded to him via the OL Training Officer. It is expected that the DD/OL will designate a standby instructor for the FF&L course shortly after he has scanned the material.

4. Automated Cable Transmission (ACT-1)

a. On Monday, 22 June, personnel from this office and ISS, together with representatives from the Office of Communications and the Cable Secretariat participated in drafting an "Instruction Sheet" for the new cable form. The same group will review the draft again before it is published.

b. At the moment, it appears that the need for further action to accommodate the full-scale implementation of ACT-1 procedures cannot be determined realistically until the new cable forms have been put into use. As we understand the new system, the critical factor will be the alignment of typed matter on the new forms. If improperly aligned, the typed material will be rejected by the Farrington "reader". The new forms are not expected to be available for at least 90 days.

B. MANAGEMENT TRAINING

1. MEDC

25X1A9a a. Mr. [ ] a student in the present course, was recalled to Headquarters for one day (Friday of the first week) because of an operational requirement.

25X1A9a b. Mr. [ ] OCI, will speak on "Soviet Foreign Policy" in Phase III of the current course.

25X1A9a c. Messrs [ ] members of the MAG, attended the Friday Morning Grid session devoted to delineation of perceived barriers to greater organizational effectiveness, the causes thereof, and steps suggested to overcome the barriers.

25X1A9a d. In a discussion with Col. [ ] C/SUS determined that there are no apparent barriers to the operation of the fifth week of MEDC [ ] in October of this year.

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2. Advanced Management (Planning)

Despite high temperature and humidity [ ] the twenty-four students in the course have managed to maintain a high degree of involvement in the proceedings. For the first time in the history of the course the "off-time" movie ("Airport") on Tuesday night had some relevance to the work at hand, coming as it did on the tail end of the student's efforts on the "Bureau of National Capitol Airports" case!

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3. Management Science

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Mr. [ ] discussed matters relating to a computer terminal with Mr. [ ] DDS&T. Jim ascertained that existing Agency capabilities are not geared to providing the kind of support for which we are looking. In essence, Mr. [ ] opinion is that it would be more appropriate, in terms of both cost and benefits, for us to rent a portable terminal for a short time than to wait for Agency capabilities to "catch up with" our specific requirements.

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C. GENERAL

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1. Mr. [ ] departed hurriedly for his parents' home in Montana on Wednesday morning because of some doubt as to the probable outcome of an emergency operation on his father.

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2. Mr. [ ] is attending the AM(P) course [ ] this week.

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[ ]

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Chief, Support School, TR

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